

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	07/SPECIALCREWS/STENCIL CREW	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	907-740-6285	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the employee will operate light vehicles and equipment requiring a Class B, California Commercial Driver's License with a tank endorsement and Category 2 equipment used by the assigned unit. As needed or required. At times may act as a Supervisor in the absence of the Caltrans Maintenance Supervisor. May work for other supervisor or be loaned to other crews and/or unit as operational need requires. Will coordinate directly with crew in planning and organizing the installation, removal or maintenance of stencil/stripping of state maintained roadways. The Caltrans Maintenance Leadworker will conduct some training in the field and maybe responsible for completing daily and weekly timekeeping and ordering supplies as needed. The employee may receive training from other employees of the region, district or headquarters. Enforces safety and health policies and procedures as contained in the Departments Injury and Illness Prevention Program (IIPP); knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, principals of effective supervision and safe work practices. Assist in work related to the maintenance of stencils (inspection, layout) at all locations on State highways.

The work schedule is a 5/40, Monday through Friday, 0700 to 1530 hours, the incumbent will be required to work overtime, irregular shifts/alternate work schedules including nights, holidays and weekends, shift change due to operational needs. Maybe loaned to other crews.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Operate light vehicles and equipment identified as Category 2 used by the assigned unit, requiring a Class B drivers' license. Makes minor repairs, adjustment to trucks applicator carts and grinders. Cleans equipment and maintains all pertinent records Performs pre and post operational checks. Attend multiple training classes as required by CT management.
45%	E	Must have knowledge of materials, methods, equipment and tools used in stencil/stripping operations as well as general highway maintenance, provisions of the California Vehicle Code, as it pertains to loading and operation of motor vehicles, including but not limited to Maintenance Manual Vol. 1 and II, Injury and Illness Prevention Program, Code of Safe Operating Practices, Traffic Manual, Standard Specifications. Must be available for overtime, planned or emergency.
5%	E	Works on traffic control, place work signs and cones as needed, may flag traffic as required, operated back up truck, lane closure and operate two way radios on a regular and routine basis.
5%	M	Record Keeping/Reporting: Crew reporting forms, fuel and oil recap sheets and other miscellaneous reports.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision. Incumbent maybe placed in charge of a work crew as the responsible person in charge per Chapter VIII and Maintenance Manual Vol. 1 over other Caltrans employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment and tools used in highway maintenance pavement delineation,

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

provisions of the California Vehicle Code as it pertains to loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Vol. I and II, Injury and Illness Prevention Program, Code of Safe Operating Practices, Standard Plans and Specifications. Must have administrative abilities and be able to direct training and development for personnel in the various types of operations involved in this assignment. Prepare and maintain records, payroll, materials, equipment, budget estimates, and operational expenses. Maintain necessary equipment in good, and safe working order. Plan, organize, conduct, and evaluate safety training programs. Analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. The employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment, and materials for specific maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Supervisor must be able to interact well with employees and individuals from many different cultural backgrounds. Employee must also have physical ability to react quickly to errant motorists in the field.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Rainy day where worker is digging out clogged ditches and drains: Standing and walking using hand tools 40% each: Sitting and driving 50%.

Snowy day: Sitting and operating large trucks, loaders, 90%; walking and standing, checking out equipment, 10%

Crack sealing: Standing, walking and driving 95% of the day

Chip sealing: Standing, operating truck, loader, spreader, 80% to 90% of day

Paving: Operating trucks, loaders, 15% of day. Standing and walking, raking and shoveling, 45% of day.

Litter pickup/patrol: Lifting, walking and climbing in/out of vehicle 95% of day

Flagging/Pilot Car/Lane Closure Operations: Standing, twisting and turning, and sitting 95% of the day

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to: gear bags, small hand tools, lights, sprays guns, tool boxes, spray lines, tarps, wire and synthetic ropes, boxes of fittings, buckets of paint.

Transport and/or carry – Bagged/boxed material, which may weigh 50 to 100 lbs., must be transported and /or carried from storage to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools supplies and equipment are transported and /or carried a few feet to 30 yards and weigh a few lbs. to 200 lbs. Each item may include but not limited to hoses, signs, standards, flags, cones, barricades, 5 gallon paint buckets, pressure washers paint spray pumps, sand bags, containment tarps, etc. This is done approximately 5 % of the day.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, bridge members, scraping brushing and rolling, spraying, rigging, holding up signs, spray shields, setting up signs and loading material into/on equipment. This activity makes up 80% of the day.

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, raking, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis.

Pushing/Pulling – Includes but not limited to: shoveling, hanging containment tarps, hooking up trailers, pulling on hoses, working on cranks on equipment stands, tightening and loosening nuts and bolts, scraping, hand cleaning, pressure washing, spray painting and opening buckets.

Twisting - The Operator twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a pilot car. Other twisting is done while dragging brush, shoveling, raking and setting down and picking up traffic cones which weigh 10 lbs. Climbing and out of trucks and man lifts, setting and picking up spray painting equipment around steel members.

Climbing/Balancing – Climbing is done in/out and off/on of equipment, up and down banks and slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example is, in and out of trucks, painting equipment, bents and steel members. Up and down banks/slopes, ladders, stairways, steps and walkways.

Bending/Crouching/Squatting/Crawling – The employee often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The employee also crawls around and underneath equipment while checking and servicing equipment. Performed by the painter thru out the entire paint operation.

Simple Grasping – This activity is necessary about 80% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials, mixing paint, cleaning guns and hand cleaning.

Fine Manipulation – This occurs less than 10% of a day and usually while writing reports or manipulating the knobs and levers on the equipment, brushing, rolling and rebuilding guns.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 120 degrees, cold to 32 degrees, strong winds, rain, sleet, and snow.

During the winter months the workweek is normally 5/8-hour days. The scheduling of the 5/8 days is at the discretion of the Region Management. Employee may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding.

May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

other safety gear must be worn when required by the department.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE